United Nations ST/SGB/1999/21

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the secretariat of the United Nations Environment Programme

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the United Nations Environment Programme, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/20, entitled "Organization of the United Nations Office at Nairobi".

Section 2
Functions and organization

2.1 The secretariat of the United Nations Environment Programme (UNEP):[1]

(a) Provides substantive support to the Governing Council of UNEP;

(b) Coordinates, under the guidance of the Governing Council, environmental programmes within the United Nations system, keeps their implementation under review and assesses their effectiveness;

(c) Advises, as appropriate and under the guidance of the Governing Council, intergovernmental bodies of the United Nations system on the formulation and implementation of environmental programmes;

(d) Secures the effective cooperation of, and contributions from, the relevant scientific and other professional communities in all parts of the world;

(e) Provides, at the request of all parties concerned, advisory services for the promotion of international cooperation in the field of the environment;

(f) Submits to the Governing Council proposals embodying medium-range and long-range planning for the United Nations programmes in the field of the environment;

(g) Brings to the attention of the Governing Council any matter which it deems to require consideration by it;

(h) Administers, under the authority and policy guidance of the Governing Council, the Environment Fund;

(i) Reports on environmental matters to the Governing Council;

(j) Performs such other functions as may be entrusted to it by the Governing Council.

2.2 The secretariat of the United Nations Environment Programme is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by the Executive Director, who is at the Under-Secretary-General level. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

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Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General and is elected by the General Assembly on the nomination of the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the secretariat, as well as its administration. The Executive Director:

(a) Provides the environmental policy leadership within the world community;

(b) Provides management oversight and leadership to UNEP in its implementation of activities to protect the world's environment, including direct oversight of the major elements of the Environment Programme;

(c) Identifies emerging environmental issues of global significance and catalyses action to address them by Governments and intergovernmental bodies, scientific institutions, the private sector and community groups, thus promoting global environmental cooperation;

(d) Promotes partnerships with other United Nations bodies to ensure effective coordination of environmental activities in the United Nations system and avoid overlaps and duplication of effort and resources;

(e) Administers, under the authority of the Governing Council, the Environment Fund and reports on environmental matters to the Governing Council;

(f) Participates in the Administrative Committee on Coordination, ensuring a visible and authoritative voice on environmental issues;

(g) Exercises authority conferred by conferences of parties to conventions of which UNEP is host to their secretariats, thus facilitating the operation of those environmental conventions and promoting synergies among them.

3.3 As Under-Secretary-General, and therefore the senior-most official of the United Nations in Nairobi, the Executive Director is also the head of the United Nations Office at Nairobi.

Section 4
Office of the Executive Director

4.1 The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director.

4.2 The core functions of the Office are as follows:

(a) Providing executive and support services to the Executive Director and the Deputy Executive Director as well as to the Management Board of UNEP;

(b) Facilitating the relationships between the Executive Director and the senior management of UNEP. Formally, this is achieved by acting as the secretariat to the Management Board and the Senior Management Group. Informally the Office of the Executive Director convenes meetings with and on behalf of the Executive Director, solves problems, ensures effective internal communication, etc.;

(c) Ensuring the effective functioning of support services, particularly correspondence and briefing processes for the Executive Director;

(d) Overseeing relations with the host Government;

(e) Liaising with the United Nations Office at Nairobi and with the United Nations Secretariat on matters of mutual interest;

(f) Ensuring timely and effective relations between the Executive Director and Governments, delegations, non-governmental organizations, the press and the public;

(g) Carrying out special assignments which are not the responsibilities of other officials, as requested by the Executive Director.

Section 5
Deputy Executive Director

5.1 The Executive Director, in the performance of his or her functions, is assisted by the Deputy Executive Director. The Deputy Executive Director, who is appointed by the Secretary-General at the Assistant Secretary-General level, is accountable to the Executive Director.

5.2 The Deputy Executive Director:

(a) Manages the Environment Programme, supervising all divisions and regional offices;

(b) Is directly responsible for the mechanisms for programme coordination and monitoring;

(c) Advises the Executive Director on substantive matters;

(d) Assists the Executive Director in strategic planning and the development of management tools and instruments to enhance UNEP's performance in its overall mission;

(e) Plays an active role in developing and facilitating consultations with Governments, including through permanent missions accredited to UNEP in Nairobi, leading

to better understanding of Governments' expectations and environmental needs, and keeps Governments informed of UNEP's ongoing activities and plans;

(f) Assures UNEP's responsibility as implementing agency of the Global Environment Facility (GEF);

(g) Carries out special tasks that may be assigned by the Executive Director and assumes overall responsibility for the functioning of UNEP when the Executive Director is unavailable.

Section 6
Secretariat for Governing Bodies

6.1 The Secretariat for Governing Bodies is headed by a Chief, who is accountable to the Executive Director.

6.2 The core functions of the Secretariat for Governing Bodies are as follows:

(a) Providing secretariat support to the Governing Council and its subsidiary bodies, namely the High-level Committee of Ministers and Officials and the Committee of Permanent Representatives;

(b) Providing documentation and facilitating the participation of Governments in the sessions of the Governing Council and the meetings of its subsidiary bodies.

Section 7
Communications and Public Information Branch

7.1 The Communications and Public Information Branch is headed by a Chief, who is also the Spokesperson of UNEP. The Chief/Spokesperson is accountable to the Executive Director.

7.2 The core function of the Spokesperson is to provide statements of UNEP's official position on major environmental problems and newsworthy events on behalf of the Executive Director.

7.3 The core functions of the Branch are as follows:

(a) Reflecting and presenting UNEP's image by disseminating targeted information on the environmental agenda and initiatives and helping to mobilize international responses to major emerging environmental issues;

(b) Harmonizing UNEP's image on the World Wide Web and facilitating access and delivery of information on UNEP and the environment to Internet users and other selected clients and partners;

(c) Promoting UNEP and UNEP's products on the Internet, including marketing and sales of selected UNEP products;

(d) Organizing specific activities and events and facilitating cooperation with and among selected sectors of society and actors involved in the implementation of the international environmental agenda;

(e) Disseminating printed and audio-visual information on environmental issues and UNEP activities;

(f) Disseminating information and communication services through the Library and Documentation Centre;

(g) Maintaining a UNEP-wide public query-response service.

Section 8
Evaluation and Oversight Unit

8.1 The Evaluation and Oversight Unit is headed by a Chief, who is accountable to the Executive Director.

8.2 The core functions of the Unit are as follows:

(a) Organizing and implementing programme and project evaluations and following up on the implementation of the related recommendations;

(b) Functioning as focal point for the Joint Inspection Unit;

(c) Contributing to policy formulation using evaluation results.

Section 9
Global Environment Facility Coordination Office

9.1 The GEF Coordination Office is headed by an Executive Coordinator, who is accountable to the Executive Director through the Deputy Executive Director.

9.2 The core functions of the GEF Coordination Office are as follows:

(a) Formulating, reviewing and coordinating proposals for UNEP's in-house policy and strategy towards GEF operations and management;

(b) Preparing the UNEP/GEF Business Plan;

(c) Coordinating with and providing guidance to substantive entities in UNEP and other project proposers on project eligibility, quality and cost-effectiveness, programme priorities and project management;

(d) Overseeing the administration of GEF activities in UNEP's programme;

(e) Acting as UNEP's GEF focal point and coordinating UNEP inputs to the GEF secretariat, the other implementing agencies, Governments, international organizations, non-governmental organizations and scientific institutions on all GEF-related policy and programme issues, including through liaison services in Washington;

(f) Providing the Scientific and Technical Advisory Panel secretariat and acting as the liaison between the Facility and the Panel.

Section 10
Programme Coordination and Management Unit

10.1 The Programme Coordination and Management Unit is headed by a Chief, who is accountable to the Executive Director through the Deputy Executive Director.

10.2 The core functions of the Unit are as follows:

(a) Setting and implementing UNEP policies and procedures on organizational, programmatic and technology-related matters and supporting the management of UNEP's programme;

(b) Coordinating the planning process, including the preparation of medium-term plans and biennial programmes;

(c) Coordinating the in-house process of preparation of project proposals for the United Nations Foundation;

(d) Developing methodologies, guidelines and procedures for project design, formulation and approval; providing guidance to managers on project design and formulation; and functioning as Secretary of the Project Approval Group;

(e) Monitoring the implementation of UNEP's biennial programme and reporting thereon.

Section 11
The Environment Programme

The Environment Programme is organized into six divisions, as follows:

(a) Division of Environmental Assessment and Early Warning;

(b) Division of Environmental Policy Development and Law;

(c) Division of Environmental Policy Implementation;

(d) Division of Technology, Industry and Economics;

(e) Division of Regional Cooperation and Representation;

(f) Division of Environmental Conventions.

Section 12
Division of Environmental Assessment and Early Warning

12.1 The Division of Environmental Assessment and Early Warning is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

12.2 The core functions of the Division are as follows:

(a) Analysing the state of the global environment and assessing global and regional environmental conditions and trends, their causes and policy responses based on the best scientific and technical capabilities available;

(b) Producing and facilitating integrated global and sectoral environmental assessments in support of policy setting, decision-making and action planning at the global, regional and national levels;

(c) Supporting a decentralized network of integrated data centres for the development, analysis and integration of harmonized data sets and indicators and the generation of a range of value-added products and services;

(d) Providing relevant and up-to-date information and early warning on regional and global emerging issues and potential environmental threats as a basis for formulating potential strategic and collaborative responses in a timely manner;

(e) Developing institutional capacities and a cooperative networking infrastructure for improved environmental data and information management in support of global and regional assessments and reporting;

(f) Facilitating access to and carrying out dissemination of environmental data and information to support policy and advisory services in key environmental and sustainable development areas.

Section 13
Division of Environmental Policy Development and Law

13.1 The Division of Environmental Policy Development and Law is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

13.2 The core functions of the Division are as follows:

(a) Promoting the development of policies and strategies at the global, regional and national levels which respond effectively to existing or emerging environmental issues, within the context of sustainable development;

(b) Strengthening partnerships and involving major groups (particularly the scientific community, civil society

and non-governmental organizations) in policy development and advocacy to improve environmental management and to promote sustainable development, and supporting the Division of Technology, Industry and Economics in doing the same with the private sector;

(c) Developing and articulating UNEP policy positions and responses on major environmental and sustainable development issues and events;

(d) Assisting Governments in the development of coherent and effective legal regimes at the global, regional and national levels which address major environmental issues in the context of sustainable development;

(e) Strengthening the capacity of Governments to analyse, develop and implement global, regional and national policies and policy instruments;

(f) Assisting Governments in evaluating the adequacy and effectiveness at the national level of global, regional and national policy instruments;

(g) Supporting other divisions by providing policy guidance and assisting in promoting the relevant legal and institutional frameworks for improved integration of environment and development policies and broader compliance with environmental requirements;

(h) Promoting United Nations system-wide cooperation and coordination in the coherent development and implementation of the environmental policy aspects of sustainable development;

(i) Building donor confidence in the relevance of UNEP's work programme and in its ability to deliver; and extending fund-raising for UNEP-driven projects to the private and corporate sectors.

Section 14
Division of Environmental Policy Implementation

14.1 The Division of Environmental Policy Implementation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

14.2 The core functions of the Division are as follows:

(a) Providing support and coordinating education, training and other capacity-building activities within UNEP to assist Governments in implementing environmental policies, and providing complementary services when necessary;

(b) Developing and implementing, with partners and other relevant divisions within UNEP, pilot activities with potential demonstrative value in terms of a particular environmental policy or policy implementation strategy;

(c) Supporting, and generally coordinating, technical cooperation activities within UNEP;

(d) Supporting and coordinating the implementation of designated action programmes, plans and projects;

(e) Strengthening mechanisms and networks, both within and outside the United Nations system, for mobilizing and coordinating responses to environmental emergencies;

(f) Assisting subregions and countries in developing emergency response capacity and in responding to specific emergencies.

Section 15
Division of Technology, Industry and Economics

15.1 The Division of Technology, Industry and Economics is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

15.2 The core functions of the Division are as follows:

(a) Improving awareness and integration of environmental considerations into the decision-making process of Governments, business, industry sectors and financial institutions;

(b) Encouraging Governments and the private sector to develop and adopt policies, strategies and cleaner and safer technologies for the efficient use of natural resources and the reduction of pollution and risks to human health and the environment;

(c) Raising awareness and understanding of international organizations, Governments, the private sector and non-governmental organizations on sustainable consumption patterns;

(d) Promoting the adoption, transfer and use of environmentally sound technologies for energy, freshwater and urban management, and for supporting the implementation of environmental conventions;

(e) Developing and promoting the implementation of policies and strategies for the environmentally sound management of chemicals, including legally binding instruments on prior informed consent (PIC) and persistent organic pollutants (POPs);

(f) Enhancing understanding of the complementarity between trade and environment policies and the development and application of policies for the integration of environmental considerations in trade policies and

agreements with due cognizance of the development priorities of countries;

(g) Enhancing the understanding of the environmental impacts of trade liberalization and developing methodologies for the environmental reviews of trade policies and agreements;

(h) Further promoting the development and application of tools such as valuation of natural resources, natural resource accounting and environmental impact assessment for the integration of environment in development and decision-making;

(i) Developing and improving the information exchange systems as well as the education and capacity-building programmes to support all the above.

Section 16
Division of Regional Cooperation and Representation

16.1 The Division of Regional Cooperation and Representation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

16.2 The Division consists of a Coordinating Office at UNEP headquarters and six regional offices at Nairobi (at UNEP headquarters), Bangkok, Geneva, Mexico City, New York and Bahrain, respectively.

16.3 The core functions of the Division are as follows:

(a) Undertaking relevant information and data-gathering and, based on that, bringing regional perspectives to the development of UNEP policies and programmes;

(b) Presenting UNEP global policies in the region and enlisting support for them at all levels;

(c) Implementing and complementing relevant parts of UNEP's global programmes through initiating, coordinating and catalysing regional and subregional cooperation and action in response to environmental problems and emergencies;

(d) Assisting in the development of policies and programmes on global and regional environmental issues between and within Governments in the region;

(e) Providing advisory services to help Governments translate global commitments into national action for the protection and enhancement of the environment (except the New York Office);

(f) Raising public awareness of environmental problems and creating a consistency for environmental action;

(g) Promoting cooperation between UNEP and non-governmental organizations, and the private sector;

(h) Broadening the constituency of UNEP.

Section 17
Division of Environmental Conventions

17.1 The Division of Environmental Conventions is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

17.2 The Division consists of a central office at UNEP headquarters, the Information Unit for Conventions in Geneva and six regional coordinating units for regional seas conventions and action plans at Nairobi (at UNEP headquarters), Athens, Kingston, Bangkok, Seychelles and Abidjan.

17.3 The core functions of the Division are as follows:

(a) Developing coherent programmatic interlinkages among international conventions and processes and prevention of the fragmentation of international environmental policy-making;

(b) Providing advice and support to the Division of Environmental Policy Development and Law on the development of new conventions, protocols and agreements with a view to striving for coherence, consistency and complementarity;

(c) Reinforcing the implementation of the work programmes of conventions and related international processes, particularly in those areas and issues where strong interlinkages exist with UNEP's programme of work;

(d) Reinforcing the implementation of the work programmes of conventions and related international processes by promoting support from United Nations and other international organizations, non-governmental organizations and civil society;

(e) Increasing the efficiency and effectiveness of UNEP's participation and activities at the meetings of conventions and related international agreements;

(f) Enhancing the implementation of decisions of the conferences of parties in which UNEP is expected to follow up, particularly those funded by GEF;

(g) Strengthening the scientific and technical basis for actions in response to climate change and variability,

particularly through support to the Intergovernmental Panel on Climate Change;

(h) Supporting information dissemination on the status and implementation of global conventions;

(i) Supporting the work of the Intergovernmental Forum on Forests.

Section 18
Convention and other secretariats

18.1 UNEP has been designated by the Conferences of Parties of a number of international environmental conventions to provide secretariat functions to those conventions. This host relationship established with UNEP by Governments has included provision by UNEP of cost-effective administrative and financial support for each secretariat to carry out its responsibilities fully. The location, functions and organizational structure of each secretariat are specified in the relevant convention or determined by decisions of the conferences of parties.

18.2 While the convention secretariats are accountable to their respective conference of the parties for programme delivery, the chief executive officers of those conventions administered by UNEP (variously denominated as Executive Secretary, Secretary-General, Chief Officer or Coordinator) are accountable to the Executive Director. They operate with sufficient autonomy to discharge the functions that the various independent intergovernmental conferences of parties to the conventions have reposed in the Executive Director.

18.3 UNEP provides the secretariat functions for the following global environmental conventions:

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, with its secretariat in Geneva;
- Convention on Biological Diversity, with its secretariat in Montreal;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), with its secretariat in Geneva;
- Convention on the Conservation of Migratory Species of Wild Animals (CMS), with its secretariat in Bonn;
- Ozone Secretariat for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol for Substances that Deplete the Ozone Layer, co-located in Nairobi;
- Interim Secretariat for the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, jointly with the Food and Agriculture Organization of the United Nations (FAO), and co-located in Geneva and Rome.

18.4 The secretariat for the Multilateral Fund for the Implementation of the Montreal Protocol, which is administratively linked to UNEP and located in Montreal, is headed by the Chief Officer who reports directly to the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol. The Fund Secretariat assists the Executive Committee in the discharge of its functions in accordance with the role and responsibilities established by the Executive Committee.

18.5 UNEP provides the secretariat for the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities, with a Coordination Office in The Hague, whose head is accountable to the Director, Division of Environmental Policy Implementation.

18.6 UNEP has been given responsibility for secretariat functions under some regional seas conventions and action plans, usually with a regional coordinating unit established in the region, headed by a Coordinator who is accountable to the Director, Division of Environmental Conventions. The functions and organizational structure of each secretariat are determined by the conferences of the parties or other intergovernmental meetings and funded largely by regional trust funds and/or by UNEP.

18.7 Regional conventions and action plans for which UNEP provides the secretariat include the following:

- Convention for the Protection, Management and Development of the Marine and Coastal Environment of the Eastern African Region, with its Regional Coordination Unit in Seychelles;
- Convention for the Protection of the Mediterranean Sea against Pollution (Barcelona Convention), with its Mediterranean Regional Coordination Unit in Athens;
- Convention for the Protection and Development of the Marine and Coastal Environment of the West and Central African Region, with its secretariat to be established in Abidjan;
- Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region, with its Caribbean Regional Coordinating Unit in Kingston;

- Action Plan for the Protection and Development of the Marine Environment and Coastal Areas of the East Asian Seas Region, with its Regional Coordinating Unit in Bangkok;
- Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the North-west Pacific Region;
- Lusaka Agreement on Cooperative Enforcement Operations Directed at Illegal Trade in Wild Fauna and Flora (on interim basis).

Section 19
Final provisions

19.1 The present bulletin shall enter into force on 1 January 2000.

19.2 Secretary-General's bulletin (ST/SGB/Organization/Section O/Rev.1) of August 1977, entitled "Secretariat of the United Nations Environment Programme", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The functions and organization of the United Nations Environment Programme were defined by the General Assembly in its resolution 2997 (XXVII) of 15 December 1972. The areas of concentration of UNEP were reinforced in 1992 by the General Assembly in its endorsement of Agenda 21, chapter 38, paragraphs 21-23 (resolution 47/190).

The UNEP Governing Council at its nineteenth session, in February 1997, adopted in decision 19/1 the Nairobi Declaration which redefined the role of UNEP as follows:

> "The role of the United Nations Environment Programme is to be the leading global environmental authority that sets the global environmental agenda, that promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and that serves as an authoritative advocate for the global environment".